

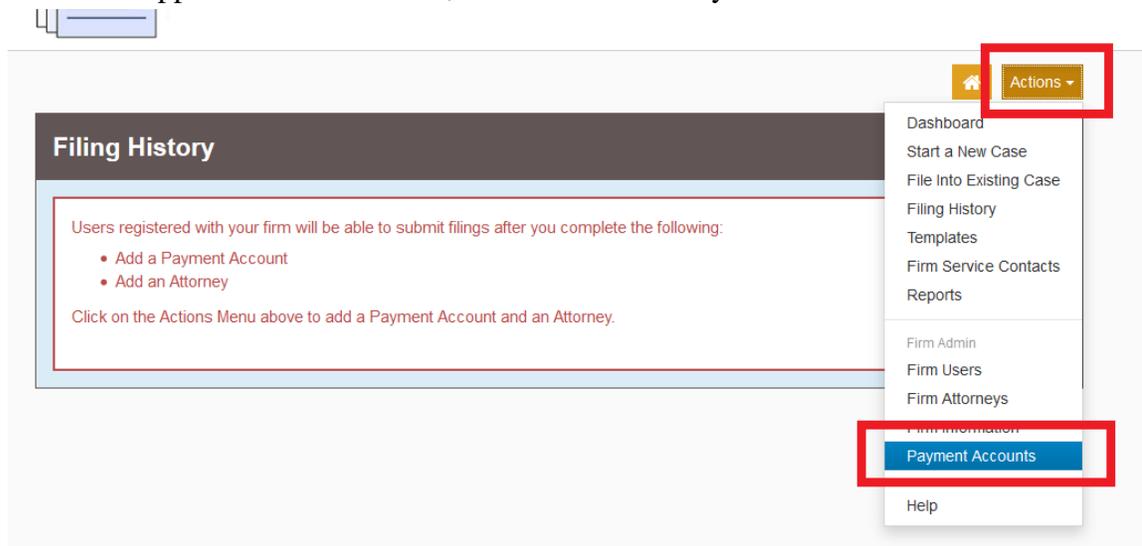
ADDING A PAYMENT ACCOUNT TO YOUR FIRM

Before you can file, there must be at least one payment account set up for your firm in your firm account. These enable the firm to pay related e-filing fees. Effective June 1, 2020, the e-filing fee is a flat rate of \$22 per case and is charged only to the plaintiff, appellant or petitioner when a case is initiated by e-filing, unless the entry fee has been waived by the court.

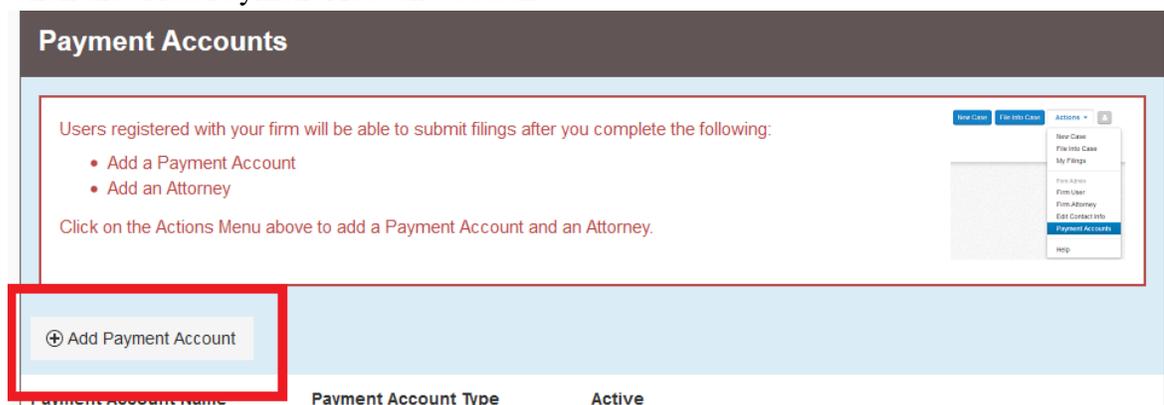
There are three accounts options:

- Waiver accounts
 - For court fees that have been approved to be waived (e.g., when there has been a finding of indigency)
- Credit Cards
- eChecks
 - This allows drawing from a bank account much like a traditional check

1. To begin setting up a payment account, click the orange "Actions" button. A drop down menu will appear. From this menu, select and click "Payment Accounts."



2. Click the "Add Payment Account" button



3. Below the list of present payment accounts, a text box and drop down will appear

The screenshot shows a light blue interface with a header bar containing a button labeled "Add Payment Account". Below this is a table with three columns: "Payment Account Name", "Payment Account Type", and "Active". The table is currently empty. Below the table is a pagination bar showing "0" items and "No items to display". Underneath the table are two input fields: a text box for "Payment Account Name" and a dropdown menu for "Payment Account Type". Both fields are highlighted with a red border.

Enter the name of the account , which is a name for internal use/identifying purposes within your firm.

Select the type of payment account you wish to create (see a description of the options on the first page of this guide).

Once this information is input, an option to enter the account information appears. Click this button.

This screenshot shows the form after some input. The "Payment Account Name" field contains the text "Firm Credit Card". The "Payment Account Type" dropdown menu is set to "Credit Card". A blue button labeled "Enter Account Information" is highlighted with a red rectangular box. At the bottom right, there are "Undo" and "Save Changes" buttons.

Note: This option *does not appear* when entering a waiver account. This is because there is no associated *payment* with waiver accounts, and therefore you do not need to enter any account information. Simply click "Save Changes" and your waiver account will be saved to your firm's list of available accounts.

This screenshot shows the form for a waiver account. The "Payment Account Name" field contains "Waiver Account" and the "Payment Account Type" dropdown menu is set to "Waiver". The "Enter Account Information" button is not present. At the bottom right, there are "Undo" and "Save Changes" buttons.

4. For credit cards and eChecks: in the Account Information popup, select the appropriate payment method for the card you're setting up
5. Fill in the information required once you've made your selection.

For Credit Cards:

- Credit Card
- e-Check

Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type	<input type="text"/> *
Card Number	<input type="text"/> *
Exp Month	<input type="text"/> * Exp Year <input type="text"/> *
CVV Code	<input type="text"/> * CVV Help
Name on Card	<input type="text"/> *
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign
Address Line 1	<input type="text"/> * <small>Street address, P.O. box, company name, c/o</small>
Address Line 2	<input type="text"/> <small>Apartment, suite, unit, building, floor, etc.</small>
City	<input type="text"/> *
State	<input type="text"/> *
Zip Code	<input type="text"/> *

For e-Checks:

- Credit Card
- e-Check

Account Holder Information

Enter the information as it appears on the Account. The fields marked with a red asterisk (*) are required fields.

Account Type	<input type="text"/> *
Account Number	<input type="text"/> *
Routing Number	<input type="text"/> * Routing Number Help
First Name	<input type="text"/> *
Last Name	<input type="text"/> *
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign
Address Line 1	<input type="text"/> * <small>Street address, P.O. box, company name, c/o</small>
Address Line 2	<input type="text"/> <small>Apartment, suite, unit, building, floor, etc.</small>
City	<input type="text"/> *
State	<input type="text"/> *
Zip Code	<input type="text"/> *

6. Click the blue "Continue" Button on the bottom right of the screen.

City *

State *

Zip Code *

7. Click the blue "Save Information" button on the next screen if all of the information in the summary is correct. If it is not, press the grey "Back" button and correct the information

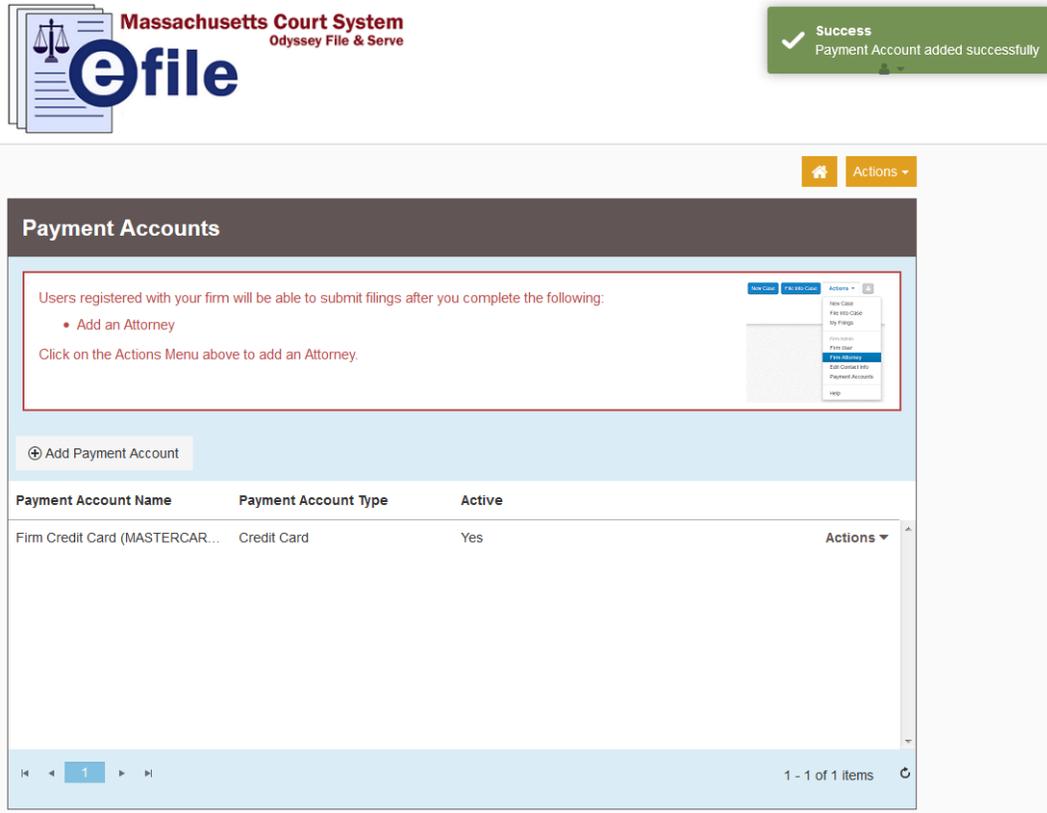
Billing Detail

Card Type	MASTERCARD
Card Number	*****5454
Exp Date	03/21
CVV Code	***
Name on Card	Joe A. Schmoe
Address Type	US
Address Line 1	123 Boston Lane
Address Line 2	
City	Boston
State	MA
Zip Code	02108

Terms and Conditions

This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

8. If the payment account is processed correctly, your Payment Accounts page will have a message in the top right indicating such and the card will appear listed:



9. If the Payment account is not processed correctly, the Enter Account Information screen will prompt you with the issue:

Enter Account Information

Method of Payment

Credit Card
 e-Check

There was an error submitting your form. Please check the following:

Invalid Card Number.

Cardholder Information

Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type: Discover *

Card Number: 2248624156521122 *

Should you encounter any problems submitting a card and you are sure you have entered the card information correctly, please call Tyler Support at 1.800.297.5377

Please do not call the Clerk's Office with technical support related questions.